TO:         WIB Directors
            WIB Chairs
            Chief Elected Officials
            NCP Grantees

FROM:       Craig E. Hartzer, Commissioner

DATE:       October 16, 2002

SUBJECT:    **DWD Communication 2002-03**
            Policy for Welfare-to-Work Termination

RE:         Welfare-to-Work Program

## Purpose

Welfare-to-Work (WtW) is intended to:

- Transition TANF recipients and other persons with characteristics associated with long-term welfare dependence from poverty to self-sufficiency;
- Assist with family stability, preservation, and responsibilities;
- Meet employers' skill shortages;
- Enhance child support collections; and
- Assist TANF agencies by helping the hard-to-serve meet their work requirements.

In order to judge the progress a client is making toward self-sufficiency, the service provider (1) must be able to objectively measure a WtW client's success at working toward self-sufficiency and also (2) must know the standards of case closure, by which Welfare-to-Work participants will be regarded as sufficiently successful to no longer warrant WtW services.

## Citations

20 CFR §645.110, §645.240, & §645.420, including "Supplementary Information"
Social Security Act Section 403(a)(5)(E)
TEGL 11-97, Change 2, Revised Welfare-to-Work Financial and Participant Reporting
USDOLETA WtW Q & A "Administrative and Fiscal Questions: Reporting"
        <http://wtw.doleta.gov/documents/afr.asp >

## Rescission

None

## Content

A.      Closure of Successful Cases

WtW participation may be terminated with success, for WtW clients who:

1.      Demonstrate attachment to the labor force by retaining full-time, unsubsidized employment for 6 months (26 weeks) or more, and also
2.      Demonstrate verified family income growth to a level greater than or equal to twice the federal poverty level.

PMIS exit codes for successful cases are (01) Entered Unsubsidized Employment and (30) Increased Wages.  The client's case worker shall specify which code better fits the client's circumstances.  Alternatively, a Workforce Investment Board (WIB) may establish a local policy determining which code shall be fitted to which circumstances.

B.	Cases of Closure in the Absence of Success

In the absence of signs of success, WtW participation may be terminated if the client does any of the following:

1.	Moves out of the Workforce Service Area (PMIS exit code 48); or
2.	Receives no WtW services for nine months (PMIS exit code 38 or 46); or
3.	Becomes permanently incapacitated (PMIS exit code 48); or
4.	Dies (PMIS exit code 64); or
5.	Becomes incarcerated or otherwise institutionalized for a term longer than the duration of the WtW program (PMIS exit code 42). (In the event of a short-term incarceration or institutionalization, the case may be regarded as suspended for the duration of the stay.)

Because clients have been known to change their minds, PMIS code 38, Refused to Continue, should be used sparingly. Leaving open the file of one who has said s/he refuses to continue would mean that re-starting such a case could be done with minimal effort.

C.	Case Closure at the End of the WtW Program

When WtW funds are exhausted and the program must be terminated, remaining cases which cannot be exited according to the criteria of points A or B may be closed as either of the following:

1.	Transfers, in the case of clients who will continue to receive services under a different program (PMIS exit code 52); or
2.	Involuntary other, in the case of clients who will no longer receive services (PMIS exit code 48).

D.	Applicability

These standards shall apply to all Welfare-to-Work participants whether eligible under the 70% provision or under the 30% provision. Any case not meeting the standards set forth in points A, B, or C shall be regarded as active.

E.	Eligibility and Termination

Once a person is determined to be eligible for the WtW program, s/he remains eligible even if the reasons for the eligibility cease to exist. It is not necessary to terminate participation when the barriers are removed because removal of barriers is part of---but not all of---the process of transitioning the hard-to-serve from poverty to self-sufficiency.

Examples:	If a client ceases to receive TANF because of increased earnings, s/he may continue to receive WtW assistance. Alternatively, a Family Income Growth Plan might include assistance for the WtW client to pursue a G.E.D. However, because a G.E.D. is no guarantee of self-sufficiency, the client would remain eligible for WtW even after earning one. The grounds for termination given above under points A and B would still apply.

**Effective Date**
Immediately

**Ending Date**
June 30, 2003

**Action**
Service providers must remain current with the reporting of the employment and earnings status of WtW clients. Individually such data provide a measure of each client's progress. Aggregated

data are necessary for measuring program success at placement, job retention, and earnings increase.
Revision of previous terminations is not necessary.

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